

**Memorandum of the Meeting
Regular Study Session/Meeting
Twenty-Eighth Town Council of Highland
Monday, October 06, 2014**

The regular study session of the Twenty-Eighth Town Council of the Town of Highland was convened at the regular place, the Highland Municipal, 3333 Ridge Road, Highland, Indiana, in the plenary meeting chambers on **Monday, October 06, 2014** at the time of 7:11 o'clock p.m.

Silent Roll Call: Councilors Bernie Zemen, Mark Herak, Dan Vassar, and Konnie Kuiper were present. Councilor Dennis Adams was absent. A quorum was attained. The Clerk-Treasurer Michael W. Griffin was present to memorialize the proceedings.

Additional Officials Present: Pete Hojnicky, Metropolitan Police Chief was present.

Also present: Ed Dabrowski IT Director (Contract); Randy Bowman, Assistant Inspector for Electrical; and Steve Mileusnich, Advisory Board of Zoning Appeals were also present.

General Substance of Matters Discussed

1. *Discussion of Request form Hoosier Rails to Trails Council Support Declaration or Proclamation.* The Town Council discussed the desirability of bring up for a vote the boilerplate instrument prepared by the HRTC in order to evidence support for the broader plan.

The discussion included the historic conversations regarding the desirability of constructing a bridge from the Brantwood subdivision into the Town of Munster and a bridge from the Meadows Subdivision into the Brantwood subdivision as elements of connectivity in the larger hiking and biking trail system in the region.

The Town Council did not express objection to taking up the matter at its Plenary Business meeting for October 13.

2. *Discussion of Items presently Scheduled for the Agenda of the Plenary Business meeting of October 13, 2014.* The Clerk-Treasurer offered a survey of the matters that were likely to be taken up by the Town Council for its forthcoming Town Council meeting. The list at the time of the meeting included the following:

- Additional Appropriation Hearing in ICT Fund
- Preadoption Hearings for Civil and Sanitary District Budgets
- Payroll Docket of September 09/05 & 09/19
- Minutes of Meeting of September 22, 2014
- Vendor Docket September 23 to October 13
- Staff reports
 - Building and Inspection, July 2014, August 2014 and September 2014*
 - Fire Department September 2014*
 - Workforce Safety Report September 2014*
- Works Board approving a Change order with a net increase of \$10,442.55 to the Condit Avenue Reconstruction Project.
- Endorsement of rails to trails proposal. (See packet)
- Highland Approval of Addendum to Lease. (*Approved by the Highland Public Building Corporation but needs Highland too.*)

3. *Amendment to wage and salary ordinance for crossing guards & modification for the Chancery Bursar Clerks.* While included in the list of proposed matters to be taken up at the next plenary business meeting, the Town Council discussed with the Metropolitan Police Chief his desire to increase the compensation of the school crossing guards by \$2.00 per hour (26% increase) rendering the following the changes:

		Starting Rate	Incumbent Rate
Crossing Guard	(part-time)	\$7.66 hr. -	\$8.76 hr.
Sub Crossing Guard	(part-time)	\$7.66 hr. -	\$8.76 hr.

PROPOSED:

Crossing Guard	(part-time)	\$9.66 hr. -	\$10.76 hr.
Sub Crossing Guard	(part-time)	\$9.66 hr. -	\$10.76 hr.

The Metropolitan Police Chief represented that this group of workers had not received an increase in pay since 2002. He further indicated that this is within his budget funded from the residue from reducing the number of patrol intersections covered.

The Town Council further discussed with the Clerk-Treasurer his request to modify the pay and the orientation of the positions of the chancery / bursar clerk as follows:

		Starting Rate	Incumbent Rate
Chancery / Bursar Clerk	(1)	\$15.13	\$16.32 hr.
Chancery / Bursar Clerk	(1)	\$15.13	\$15.13 hr.

PROPOSED

		Starting Rate	Incumbent Rate
Chancery / Bursar Clerk, Sr.	(1)	\$16.32	\$16.32 hr.
Chancery / Bursar Clerk	(1)	\$16.07	\$16.07 hr.

The Town Clerk-Treasurer indicated that owing to a retirement of a legacy occupant, which held the position at the \$16.32 per hour rate, which was funded as one of two peer positions but in disparity, the opportunity to recognize the changes in the position is presented. The positions have evolved to be responsible for more than daily deposits, but to include assessment district collections, public records request administration, and capital asset recorder, among others. Owing to the training responsibility as well, the clerk-treasurer requested that the peer positions be now revised as a senior position to be given to someone with greater experience and tenure and the other to be for the less senior person. The second position would be brought up to the \$16.07 per hour position to bring it on par with the utility clerk positions to allow for internal equity and recognition of the changes in the job since its inception. The funding for the added expense would be supported through the health insurance excess margin, that is funded and sustainable for 2014, which was funded at a 14% increase over the prior year later to learn the actual needed increase was 2.9%.

The Town Council discussed the requests and noted it would be slated for the meeting on October 13 for action.

4. *Quiet Zone Analysis Agreement with Robinson Engineering for Kennedy Avenue.* (Proposal). The Town Council discussed the request of the Public Works Director regarding request to establish a "quiet zone" for the Kennedy Avenue Rail Road Crossing. The initial impression was favorable. It was noted that the apparent costs of

engaging Robinson Engineering seemed well below the \$10k level, so it was unclear whether this matter would require action by the Town Council. It would be reviewed.

5. The Town Council discussed a recent visit paid to the Clerk-Treasurer by Highland resident Mrs. Goodson, who has appealed to the Town Council to take steps to address the issue of feral cats in the community. During Mrs. Goodson's visit with the Clerk-Treasurer, she noted that significant authority regarding appropriate responses to feral cat challenges, named Lisa Tudor, should be contacted to meet with the Town Council in order to inform its deliberation about an appropriate policy for feral cats in Highland. She further noted that she was no longer favoring the establishment of a feral colony, but rather favored a "catch, spay or neuter and release" approach for feral cats. After further discussion, the Town Council suggested that a meeting with Ms. Tudor, Ms. Goodson, and a representative of the Calumet Humane Society be organized with the Town Council.
6. *Proposed FY 2015 Budget Survey.* The Clerk-Treasurer presented the requested and advertised proposed budgets, including the proposed levy, levy analysis and the spending for the Civil Town and the Sanitary District. A comparative spending survey by fund was presented by the Clerk-Treasurer showing changes by fund and department from 2012 through 2015. The Clerk-Treasurer noted the following significant matters about the proposed 2015 Budgets:
 - Owing to the interlocal cooperation agreement with Lake County to establish the Consolidation of E-911, the maximum levy will be reduced one time by \$225,650.
 - As proposed, following the adjustment made to the proposed increase in Health Insurance set out in each department budget, the overall budgets are funded and likely will be balanced following the final state allocation of intergovernmental revenues.
 - The police department was proposing a new position of animal warden.
 - No raises were to be included but would likely be funded again on the margin difference between the proposed 10% increase for 2015 and the actual increase of 1.5%, just announced by the IACT Medical Trust.
 - The Special Events Non-reverting Fund has proposed spending approximately \$9,060 in excess of its likely revenue or resources. The number may be refined but would require a change.
 - The Municipal election costs were budgeted in the MCCD fund.

There being no further business necessary or desired to be discussed by the Town Council, the regular study session of the Town Council of **Monday, October 06, 2014**, was adjourned at 7:50 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer